

14 July 1959

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Dear Bob:

Subject: Overtime

We delayed answering your letter of 15 June 1959 to Roger pending the release of a new overtime policy which should have reached you by now in the form of an advance copy of Notice 59-17. This notice states that foreign nationals and locals will be administered as GS-10's and below which, in effect, gives them the option of being paid overtime or taking compensatory time off. We believe that this is a good standard policy for the Division to follow but it does require that Bureau Chiefs be vigilant in directing overtime, and that they follow closely the policy expressed in Notice 58-4. In short, overtime is to be used only in the case of an urgent requirement.

We appreciate your efforts in cutting back the sizable overtime expenditures at the [REDACTED], but believe we would unnecessarily tie your hands if we were to arbitrarily set any percentage figure above which you could not pay overtime. Instead, we will leave this to your judgment with confidence that what overtime you direct is indeed operationally required, and that you will make every effort to stay within your .01 budgeted funds for the coming fiscal year.

Sincerely,

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Acting Chief, [REDACTED]

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cc: MMS

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